

Wisconsin Student Immunization Law: What schools need to know for Fall 2021

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If you have questions:





All states have student immunization laws



Wisconsin Law



Background

Instructions

Compliance

Action

Example

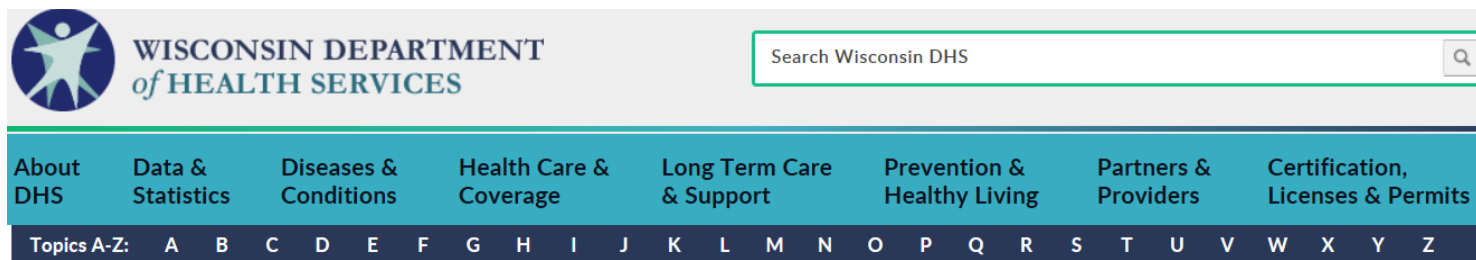
Report

Results



Materials on DHS website

<https://www.dhs.wisconsin.gov/immunization/reqs.htm>



Complete
booklet

Each file
individually

Materials for Schools	Forms, Reports, and Letters	Results from the Past School Year
<p>Full booklet: Wisconsin School Immunization Requirements P-44545 (PDF)</p> <p>Immunization law clarification, P-01438 (PDF)</p> <p>Immunization requirements, P-44021 (PDF)</p> <p>The following tools may be used by school administrators to track school requirements for immunization:</p> <ul style="list-style-type: none">School Administrator Checklist, P-02396aAdministrators' Quick Guide, P-02396 <p>The following materials may be emailed or mailed from schools to parents:</p> <ul style="list-style-type: none">School Immunization Requirements kindergarten-fifth grades, P-02395School Immunization Requirements sixth through 12th grades, P-02395a	<p>Student Immunization Record, F-04020L</p> <p>Legal Notice, F-44001</p> <p>Notice of Exclusion, P-44545 (PDF)</p> <p>School Report to the Local Health Department, F-04002 (PDF)</p> <ul style="list-style-type: none">Local Health Department contact informationSearch for your school's DPI LEA code and school code: public school, by district public schools private schools <p>Noncompliance Roster, F-01580 (PDF)</p> <p>School Report to District Attorney [for schools not subject to the Family Educational Rights and Privacy Act (FERPA)], F-44212 (PDF)</p> <p>90th Day Letter - for students "in process," P-44545 Spanish Hmong Somali</p> <p>90th Day Letter - for students who are not compliant, P-44545 Spanish Hmong Somali</p>	<p>Summary of School Immunization Rates, P-01894 (PDF)</p> <p>Wisconsin Student Immunization Law Compliance Results, P-02204a (PDF)</p> <p>Interactive web map of the following data:</p> <ul style="list-style-type: none">Public School District Immunization Rates, P-01892A (PDF)School Immunization Rates, P-01892 (PDF) <p>Public School District Compliance Rates, P-02388a (PDF)</p> <p>Private School Compliance Rates, P-02388 (PDF)</p> <p>For more information on compliance, see: Immunization law clarification, P-01438 (PDF)</p>

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STUDENT IMMUNIZATION RECORD

INSTRUCTIONS TO PARENT: COMPLETE AND RETURN TO SCHOOL WITHIN **30 DAYS AFTER ADMISSION**. State law requires all public and private school students to present written evidence of immunization against certain diseases **within 30 school days of admission**. The current age/grade specific requirements are available from schools and local health departments. These requirements can only be waived if a properly signed health, religious or personal conviction waiver is filed with the school. The purpose of this form is to measure compliance with the law and will be used for that purpose only. If you have questions regarding immunizations, or how to complete this form, contact your child's school or local health department.

Step 1 PERSONAL DATA

PLEASE PRINT

Student's Name	Birthdate (MM/DD/YYYY)	Gender	School	Grade	School Year
Name of Parent/Guardian/Legal Custodian		Address (Street, City, State, Zip)		Telephone Number	

Step 2 IMMUNIZATION HISTORY

List the MONTH, DAY, AND YEAR your child received each of the following immunizations. DO NOT USE A (✓) OR (X) except to answer the question about chickenpox, Tdap, or Td. If you do not have an immunization record for this student at home, contact your doctor or public health department to obtain it.

TYPE OF VACCINE*	FIRST DOSE MM/DD/YYYY	SECOND DOSE MM/DD/YYYY	THIRD DOSE MM/DD/YYYY	FOURTH DOSE MM/DD/YYYY	FIFTH DOSE MM/DD/YYYY
DTaP/DTP/DT/Td (Diphtheria, Tetanus, Pertussis)					
Adolescent booster (Check appropriate box) <input type="checkbox"/> Tdap <input type="checkbox"/> Td					
Polio					
Hepatitis B					
MMR (Measles, Mumps, Rubella)					
Varicella (Chickenpox) Vaccine <i>Vaccine is required only if your child has not had chickenpox disease. See below:</i>					
Has your child had Varicella (chickenpox) disease? Check the appropriate box and provide the year if known: <input type="checkbox"/> YES _____ Year (Vaccine not required) <input type="checkbox"/> NO or Unsure (Vaccine required)			Has your child had a blood test (titer) that shows immunity (had disease or previous vaccination) to any of the following? (Check all that apply) <input type="checkbox"/> Varicella <input type="checkbox"/> Measles <input type="checkbox"/> Mumps <input type="checkbox"/> Rubella <input type="checkbox"/> Hepatitis B If YES, provide laboratory report(s)		

Step 3 REQUIREMENTS

Refer to the age/grade level requirements for the current school year to determine if this student meets the requirements.

<https://www.dhs.wisconsin.gov/library/F-04020L.htm>



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Compliance categories

Compliant

- Meets minimum immunization requirements (received all required shots)
- In process
- Waiver
 - ◆ Health
 - ◆ Religious
 - ◆ Personal conviction

Not Compliant

- No record
- Behind schedule

Meets minimum immunization requirements

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs) ¹	4 DTaP/DTP/DT ²	3 Polio	3 Hepatitis B ⁶	1 MMR ⁷	1 Varicella ⁸	
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{2,3}	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸	
Grades 6 through 12	4 DTaP/DTP/DT/Td ²	1 Tdap ⁴	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
P-44021 (07/2018)



STATE OF WISCONSIN
[Wis. Stat. § 252.04](#)

<https://www.dhs.wisconsin.gov/library/P-44021.htm>

In process

A student is in process if all of the following are true:

- The student has an immunization record on file.
- The student has *not* received all the required immunizations (i.e., does *not* meet the minimum immunization requirements).
- The student has provided documentation of receiving the first dose of each vaccine by the 30th school day.
- The student is in their first year at a Wisconsin school.

Note: A student cannot be considered “in process” if the missing vaccine is a single-dose vaccine requirement (i.e., Tdap). This student would be "behind schedule."

Waivers: Health, Religious, Personal

- A student is considered to have a waiver if both of the following are true:
 - ◆ The student has *not* received all the required immunizations (i.e., does *not* meet the minimum immunization requirements).
 - ◆ The student has a waiver on file.
- The type of waiver is indicated on the Student Immunization Record.
- A waiver should be removed if the student provides documentation of vaccination.

Behind schedule

A student is behind schedule if all of the following are true:

- The student has *not* received all the required immunizations (i.e., does *not* meet the minimum immunization requirements).
- The student is *not* in process.
- The student does *not* have a waiver.

No record

A student is considered to have “no record” if *one* of the following is true:

- The student does *not* have an immunization record on file.
- The student is a transfer student and the record has not yet been received from the previous school.
- The student has a record but the record has inappropriate information, such as "all vaccines received," "child up-to-date," or "record at doctor's office."

Waiver review

- Review all students with waivers annually.
- If student has received the vaccine, change compliance status.



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Timeline

<https://www.dhs.wisconsin.gov/publications/p4/p44545.pdf>

- Describes the actions required of schools.
- Provides links to important forms/resources.

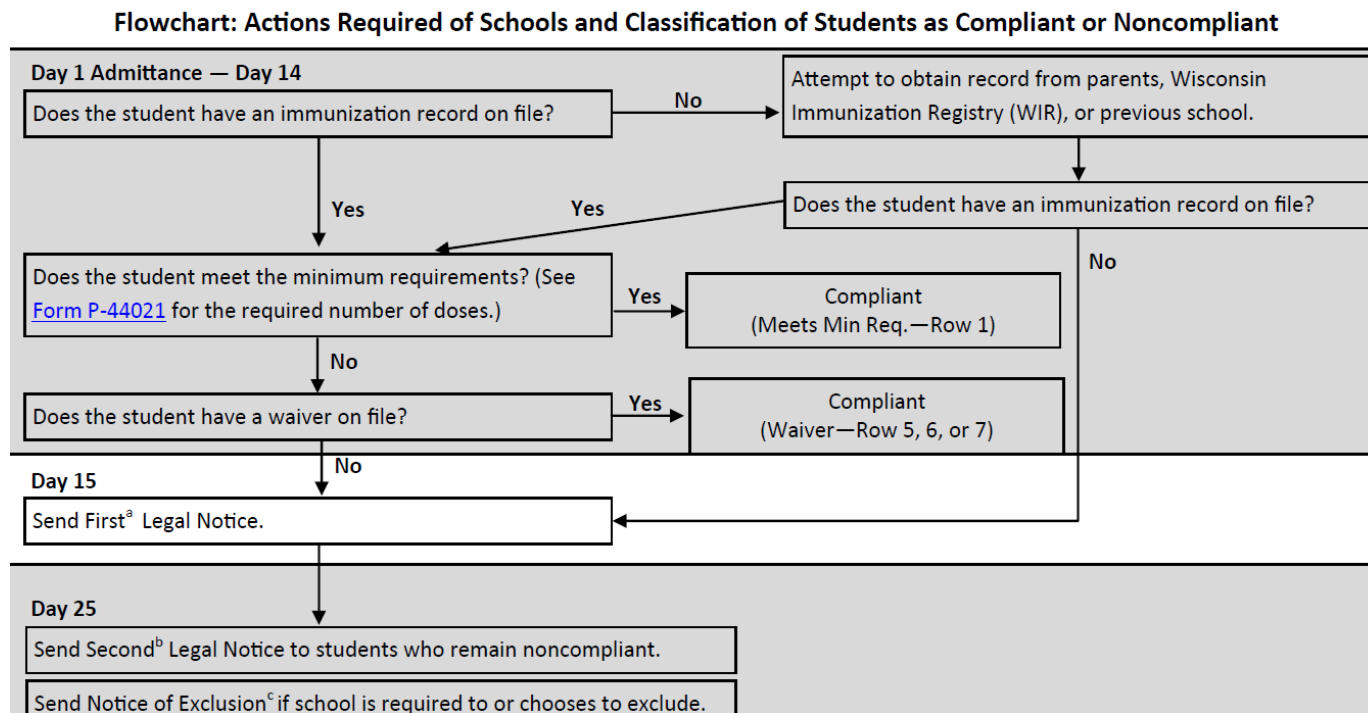
Wisconsin Student Immunization Law Timeline: Actions Required of Schools

School Day	School Actions	Forms and Resources
1 st	Admission to School	
1 st - 14 th	Assess Compliance Schools assess compliance for all students, paying particular attention to students who: <ul style="list-style-type: none"> Are new to the school. Are entering grades with new requirements.(Kindergarten, 6th grade) Were 'In Process' last school year. Were noncompliant last school year. 	Schools can look up student immunization histories in the Wisconsin Immunization Registry . Use the Flow Chart and compliance definitions on page 2 of form F-04002 to determine a student's compliance category.
15 th	First Legal Notice^a Schools send the First Legal Notice and the Student Immunization Record, F-04020L to parents of students who are behind schedule or have no record.	Legal Notice (F-44001) English Spanish Hmong Somali Student Immunization Record (F-04020L) English Spanish Hmong Somali
25 th	Second Legal Notice^b Schools send the Second Legal Notice and the Student Immunization Record, F-04020L to parents of students who are behind schedule or have no record. Schools also send the Notice of Exclusion^c if the school is required to or chooses to exclude noncompliant students.	Legal Notice (F-44001) English Spanish Hmong Somali Student Immunization Record (F-04020L) English Spanish Hmong Somali Notice of Exclusion English Spanish Hmong Somali
30 th	First Deadline: Exclusion	Compliance results from previous school year Public school districts

Flowchart

<https://www.dhs.wisconsin.gov/publications/p4/p44545.pdf>

- Describes the actions required of schools.
- Helps categorize students into compliance categories.
- Clarifies “in process” based on whether it is the first or second year at a Wisconsin school.



Days 1-14: Assess compliance

Wisconsin Student Immunization Law Timeline: Actions Required of Schools

School Day	School Actions	Forms and Resources
1 st	Admission to School	
1 st - 14 th	Assess Compliance Schools assess compliance for all students, paying particular attention to students who: <ul style="list-style-type: none">• Are new to the school.• Are entering grades with new requirements (Kindergarten, 6th grade).• Were 'In Process' last school year.• Were noncompliant last school year.	Schools can look up student immunization histories in the Wisconsin Immunization Registry . Use the Flow Chart and compliance definitions on page 2 of form F-04002 to determine a student's compliance category.

Clarification

- **Do** assess compliance for students enrolled in a brick and mortar school (***even if starting the school year virtually***), including students enrolled in:
 - ♦ Public schools
 - ♦ Private schools
 - ♦ Charter schools
 - ♦ Pre-K classes, such as 3K or early childhood, and 4K
- **Do not** assess compliance for students who are enrolled only in:
 - ♦ Homeschool
 - ♦ Virtual school

***Note:** Homeschool or virtual school students enrolled in coursework or extracurricular activities at a brick and mortar school should be assessed.

Day 15: Send first legal notice

15 th	First Legal Notice^a Schools send the First Legal Notice and the Student Immunization Record, F-04020L to parents of students who are behind schedule or have no record.	Legal Notice (F-44001) English Spanish Hmong Somali Student Immunization Record (F-04020L) English Spanish Hmong Somali
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Day 25: Send second legal notice

25 th	<p>Second Legal Notice^b Schools send the Second Legal Notice and the Student Immunization Record form F-04010L to parents of students who are behind schedule or have no record.</p> <p>Schools also send the Notice of Exclusion^c if the school is required to or chooses to exclude noncompliant students.</p>	<p>Legal Notice (F-44001) English Spanish Hmong Somali</p> <p>Student Immunization Record (F-04020L) English Spanish Hmong Somali</p> <p>Notice of Exclusion English Spanish Hmong Somali</p>
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Day 30: Exclude noncompliant students

30 th	<p>First Deadline: Exclusion</p> <p>Schools determine which students are noncompliant^d and exclude noncompliant students in 5K through Grade 5, starting on the 31st school day, if one of the following is true:</p> <ul style="list-style-type: none">• The school is a public school and the school district's compliance level from the previous school year was less than 99%.• The school is a private school and the school's compliance level from the previous school year was less than 99%. <p>Exclusion is optional for grades 6-12 and for schools that met the 99% compliance level in the previous year.</p>	<p>Compliance results from previous school year</p> <p>Public school districts</p> <p>Private schools</p>
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Day 40: School Report to the Local Health Department (LHD)

40 th	School Report to Local Health Department Start Noncompliance Roster Schools send the School Report to the Local Health Department with the aggregate data. Schools generate Noncompliance Roster and keep it on file at school. Note: the information on the School Report to Local Health Department is used to determine a school's compliance level and whether a school/district will need to exclude students on the 31 th day of the next school year.	School Report to Local Health Department F-04002 Noncompliance Roster F-01580
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Complete *the 2021-2022 version* of the School Report to the Local Health Department found at this link: <https://www.dhs.wisconsin.gov/forms/f0/f04002.pdf>.

Do *not* use older versions of the report.

Day 40: Generate the Noncompliance Roster

<https://www.dhs.wisconsin.gov/forms/f01580.pdf>

- List the students who are Behind Schedule, No Record, In Process, or have a Waiver.
- In the event of an outbreak, this information will help identify which students need to be protected from the vaccine preventable disease.

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-01580 (07/2016)

STATE OF WISCONSIN
Wis. Stats. § 144.07

NONCOMPLIANCE ROSTER

Instructions: List all students from form F-04002, rows 2 through 7, in ascending grade order; include date of birth, grade level and vaccine(s) received to date. Enter "0" if no vaccine was received. Use extra sheets if necessary. Wis. Stat. ch. 144.07 requires each school to maintain a current roster of students who do not meet all immunization requirements according to grade or age. **Retain this form at the school for your records. If your school is not subject to FERPA (Family Educational Rights and Privacy Act), please also send this form to your local health department by the 40th school day.**

- For student(s) who are **BEHIND SCHEDULE**, have **NO RECORD**, are **IN PROCESS** or are a **WAIVER** (rows 2-7), mark an **X** in the appropriate box. (H=health reasons, R=religious reasons, and PC=personal conviction). Under Varicella, indicate total doses received or "**D**" for disease.
- For MMR, if first dose was received before the student's first birthday, do not count the dose. Do not include a history of disease, only the vaccine.

Name	Date of Birth	Date of Admission To WI School	Grade	Mark (X)						DTP / DTaP / DT / Td		Polio		Hep B	MMR	Varicella	Tdap
				Behind Schedule	No Record	In Process	H	R	PC	Total Doses	Last Dose Date	Total Doses	Last Dose Date	Total Doses	Total Doses	Total Doses or D=Disease	Dose Date

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Day 90: Follow up with noncompliant students

90 th	Second Deadline Schools add noncompliant ^d students to the Noncompliance Roster. <i>Optional:</i> Schools may send reminder letters to parents of students who are 'In Process' and parents of students who are noncompliant ^d .	90 th day letter-In Process English Spanish Hmong Somali 90 th day letter-Not Compliant English Spanish Hmong Somali
At any time	Educational materials <i>Optional:</i> Schools may send educational materials to students' families.	Tdap Fact Sheet English Spanish Hmong Somali Immunization Requirements English Spanish Hmong Somali

Optional: 90th day letters

Schools may choose to send letters to students who are in process or not compliant after the 90th school day.

- This gives parents time to get their child vaccinated before the beginning of the next school year.
- *This is optional* but is recommended.

90th Day Letter-In Process

Date:

Dear Parent:

According to our records, your child is in the process of receiving all of the vaccinations required to attend school. We encourage you to complete your child's vaccination appointment that your child becomes eligible for school.

Vaccinations are one of the most important methods of protecting our children from diseases and the complications that can occur from these diseases. Vaccinations are especially important for school-aged children because children in school are in close contact with others who may or may not be protected from these diseases.

In order to remain in compliance, please contact your child's health care provider to get your child's health care provider to update your child's vaccination records and any vaccination records you need to receive. If you do not have a health care provider, please contact your local health department or the health department for more information. Local health department contact information can be found on this website: <https://www.dhs.wisconsin.gov/lh-depts/counties.htm>

Please be aware that your child's vaccination status will be reassessed to ensure that he/she is sufficiently vaccinated for his/her school year or has a waiver on file. If sufficient documentation is not supplied for your child's vaccination status, your child may not be able to attend school.

For additional information, please visit <http://www.cdc.gov/vaccines/imz/downloads/>

90th Day Letter-Not Compliant (Behind Schedule or No Record)

Date:

Dear Parent:

According to our records, this school year your child was not in compliance with the Wisconsin Student Immunization Law. This means that your child did not have the appropriate documentation of appropriate vaccination and did not have a vaccination waiver on file.

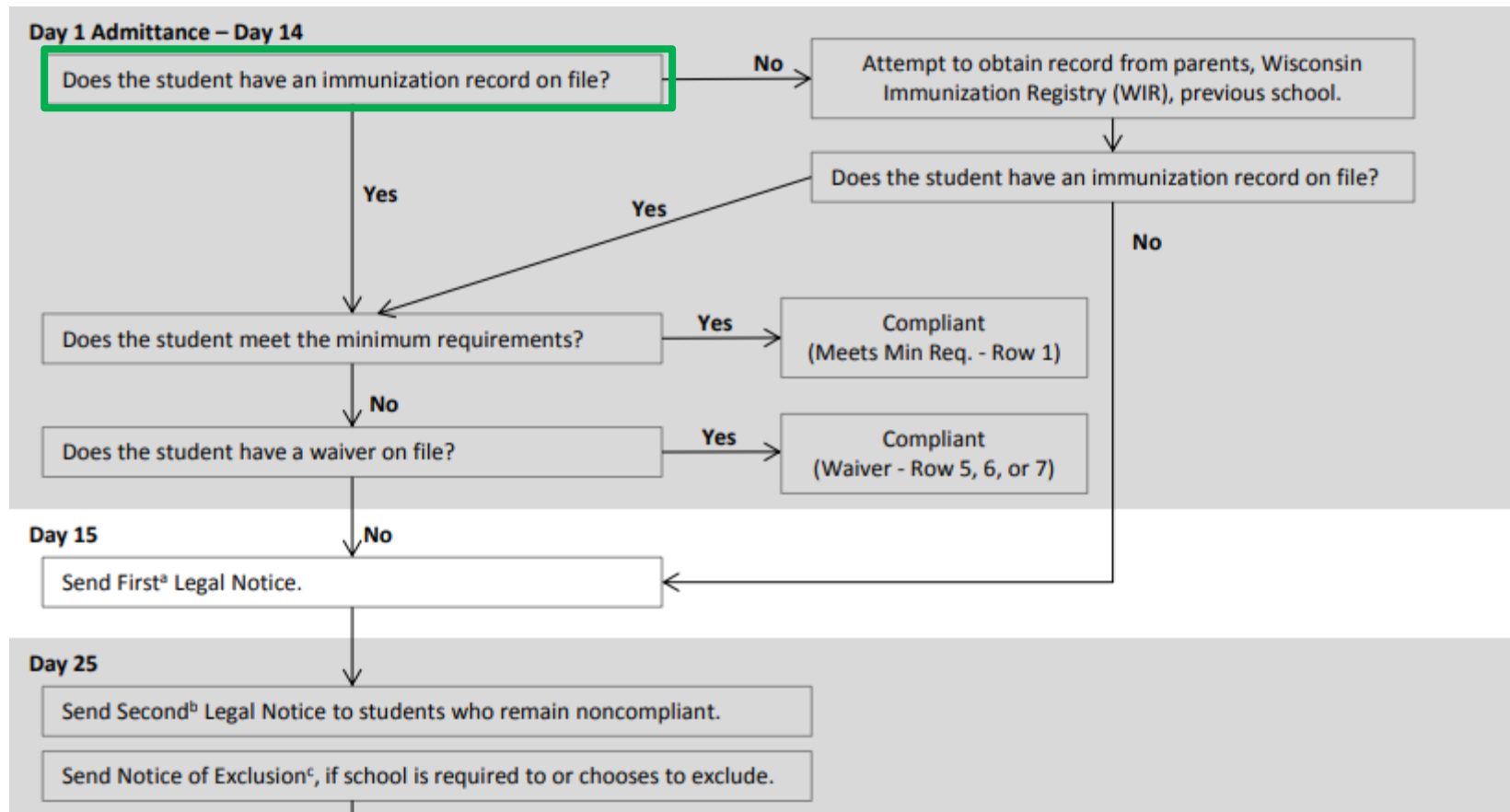
Vaccinations are one of the most important methods of protecting our children from diseases and the complications that can occur from these diseases. Vaccinations are especially important for school-aged children because children in school are in close contact with others who may or may not be protected from these diseases.

In the coming months, we encourage you to make an appointment with your health care provider to get your child vaccinated. Encourage your child's health care provider to use the Wisconsin Immunization Registry and any vaccination records you have for your child to determine which vaccines your child needs. If your child does not have a health care provider, please contact your local health department to determine if your child is eligible to receive vaccinations at the health department. Local health department contact information can be found on this website: <https://www.dhs.wisconsin.gov/lh-depts/counties.htm>

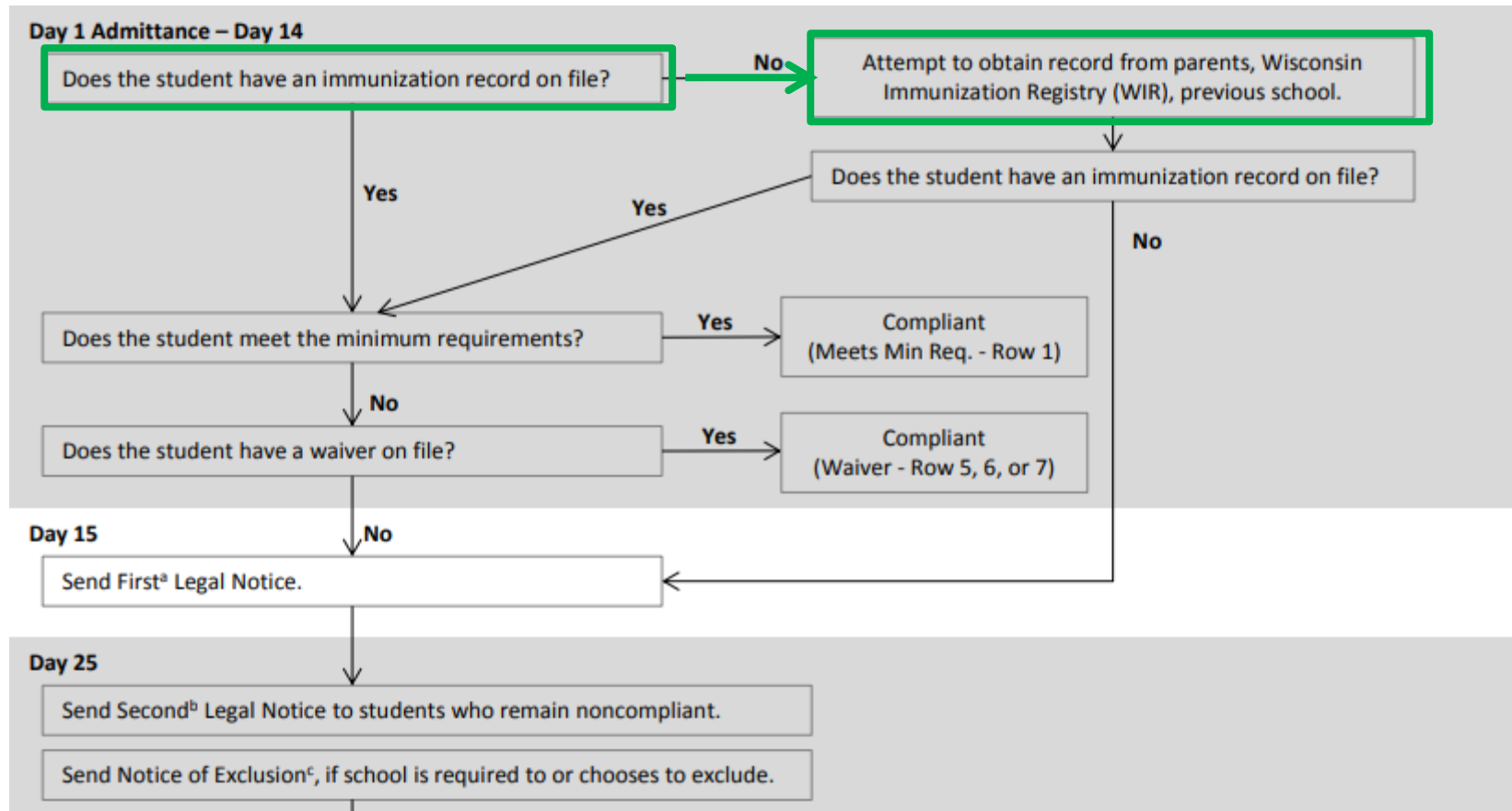
Please be aware that in the fall of the next school year, your child's vaccination status will be reassessed to ensure that he/she is sufficiently vaccinated for his/her school year or has a waiver on file. If sufficient documentation is not supplied for your child's vaccination status, your child may not be able to attend school.



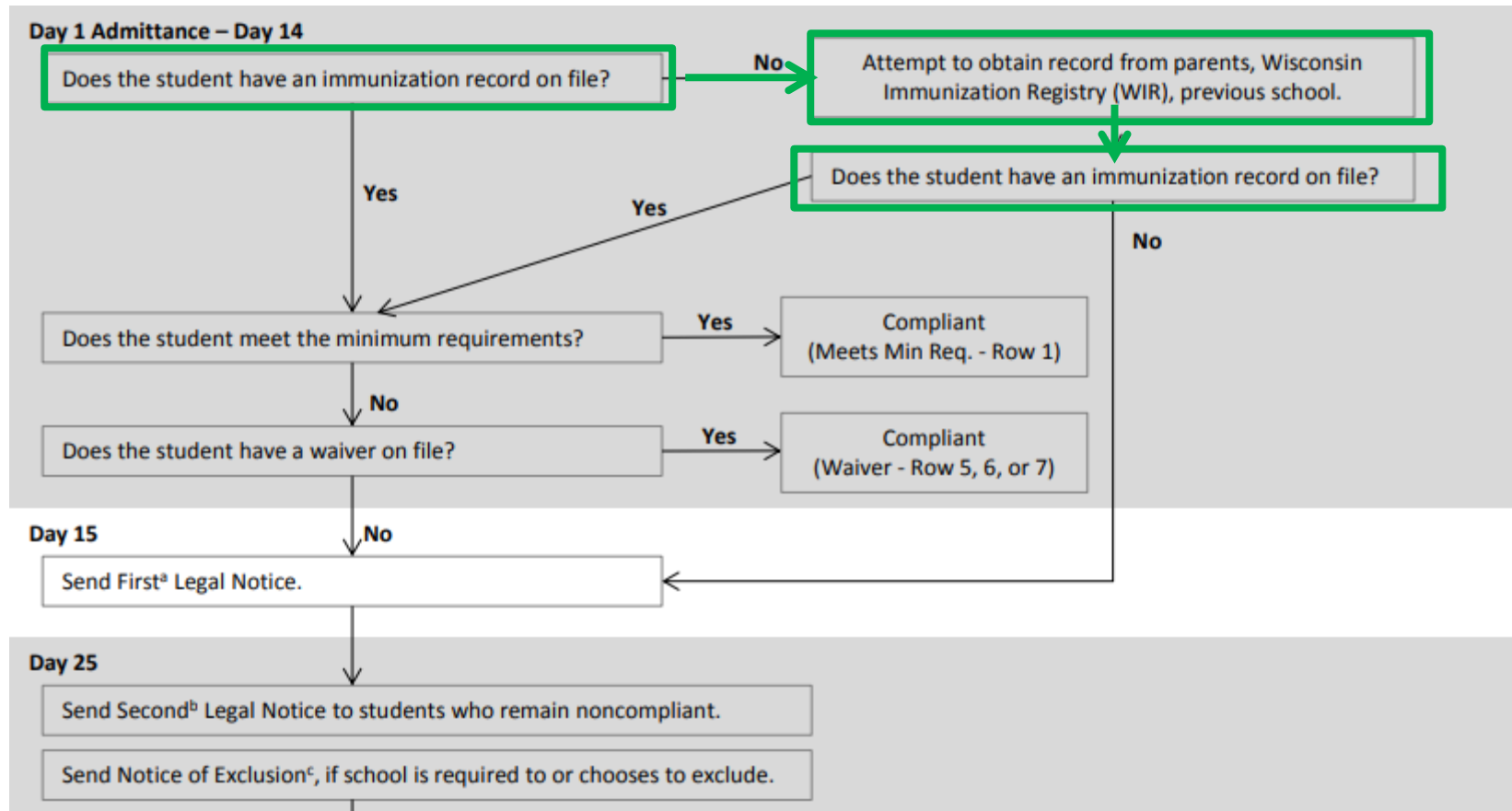
Day 1-14: Record on file?



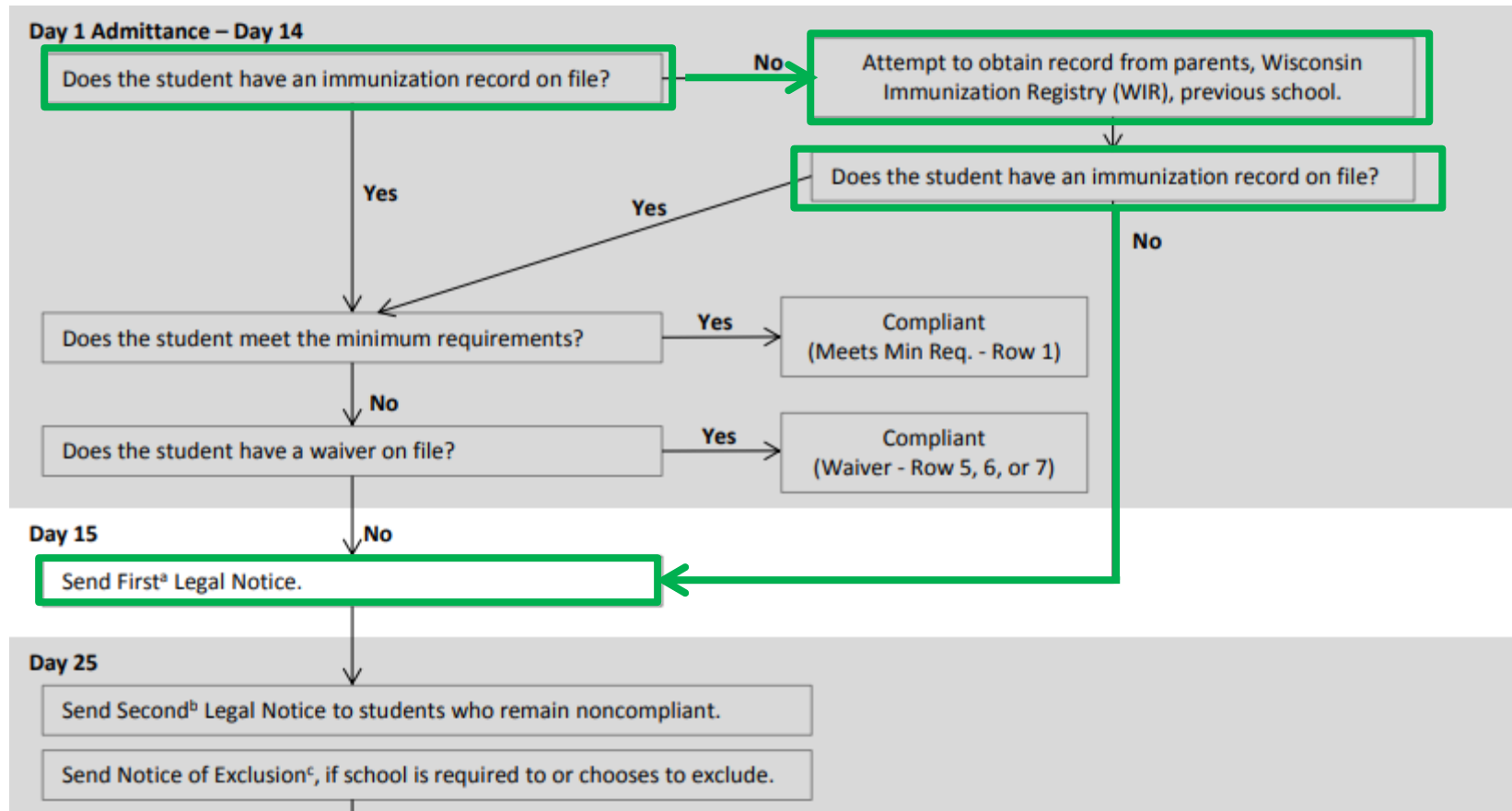
Day 1-14: Attempt to obtain record



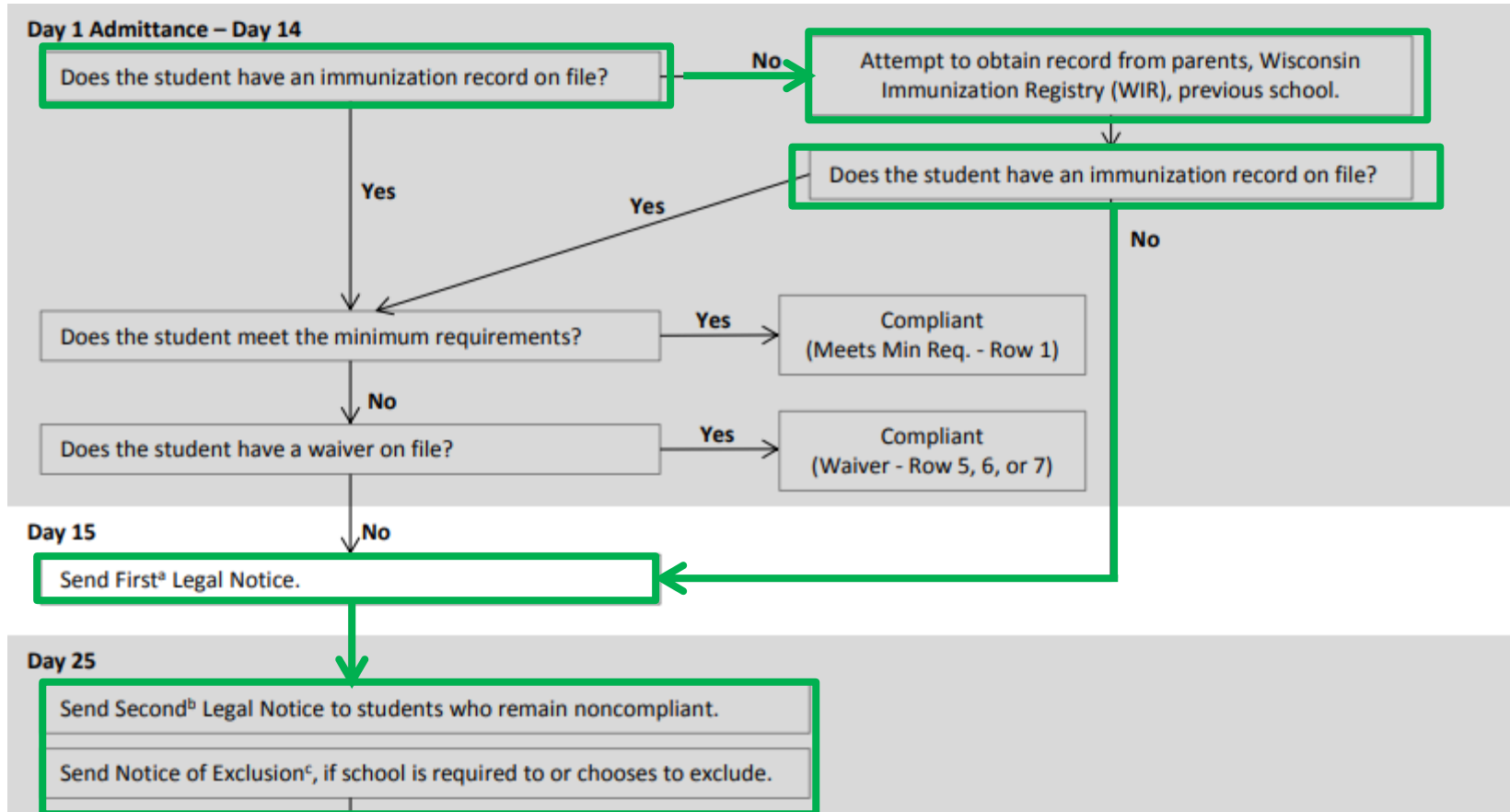
Day 1-14: Record on file?



Day 15: Send first legal notice



Day 25: Send second legal notice, notice of exclusion



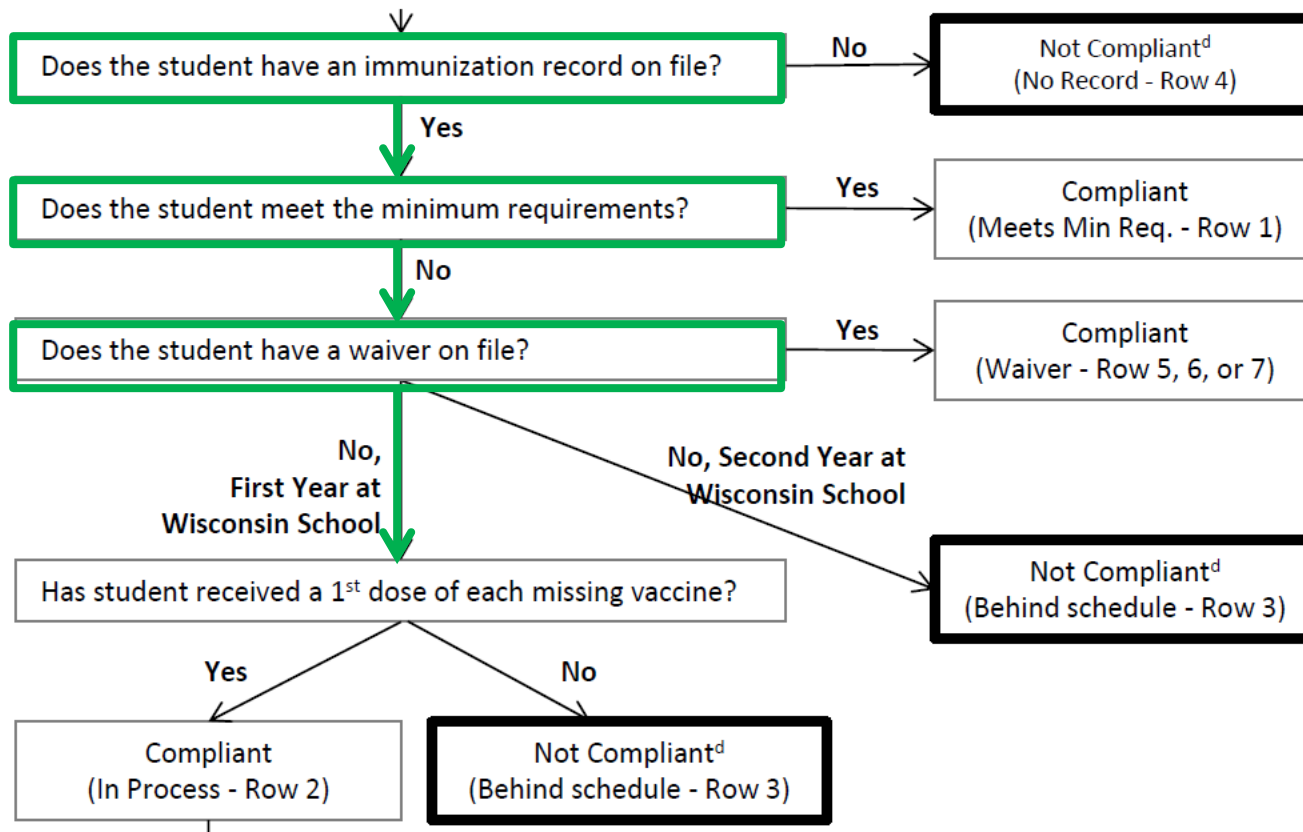
Update

Before Day 30, the parents submit records that indicate the student has received:

- 1 dose of polio vaccine.
- 1 dose of DTaP vaccine.
- 1 dose of MMR vaccine.
- 1 dose of hepatitis B vaccine.
- 1 dose of varicella vaccine.

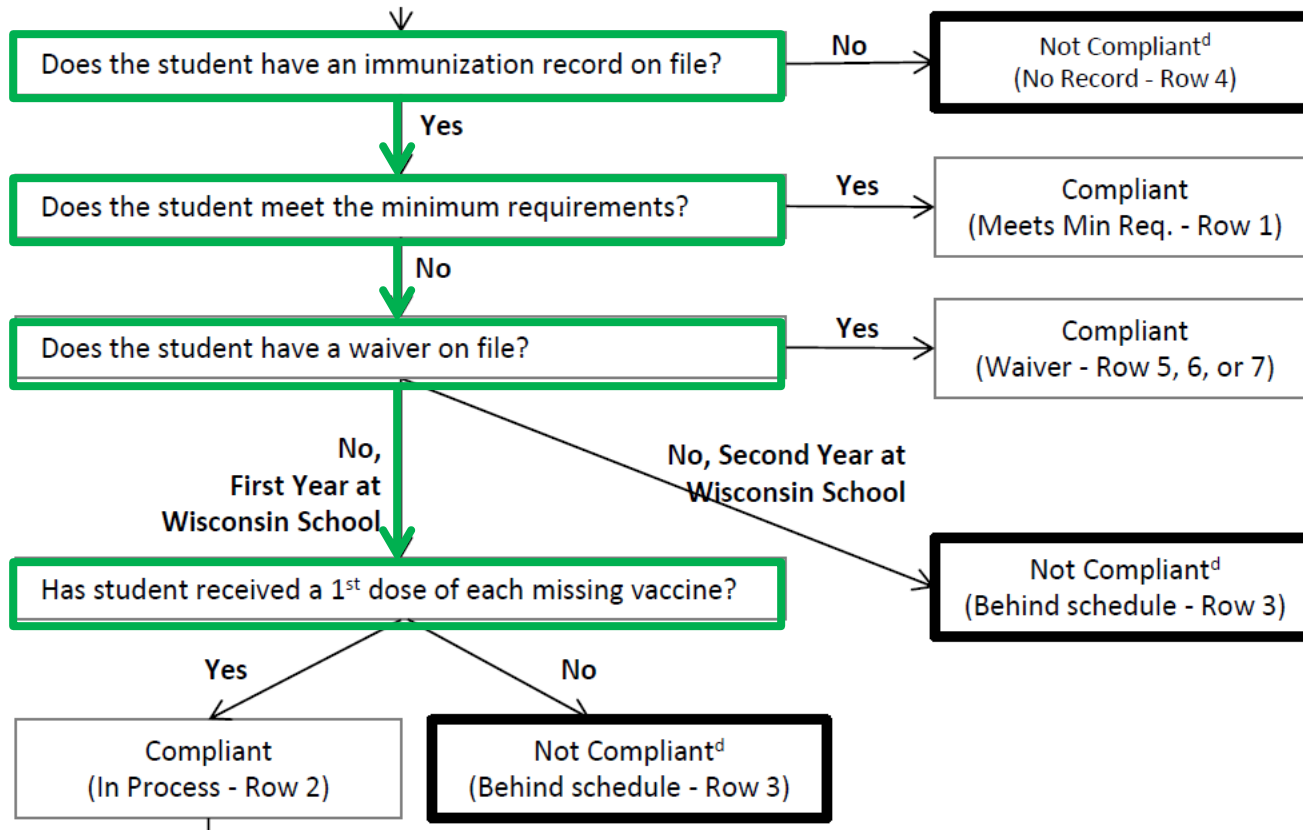
Day 30: Reassess and prepare to exclude

Day 30: Determine which students are noncompliant and prepare to exclude, if required or choose to exclude.



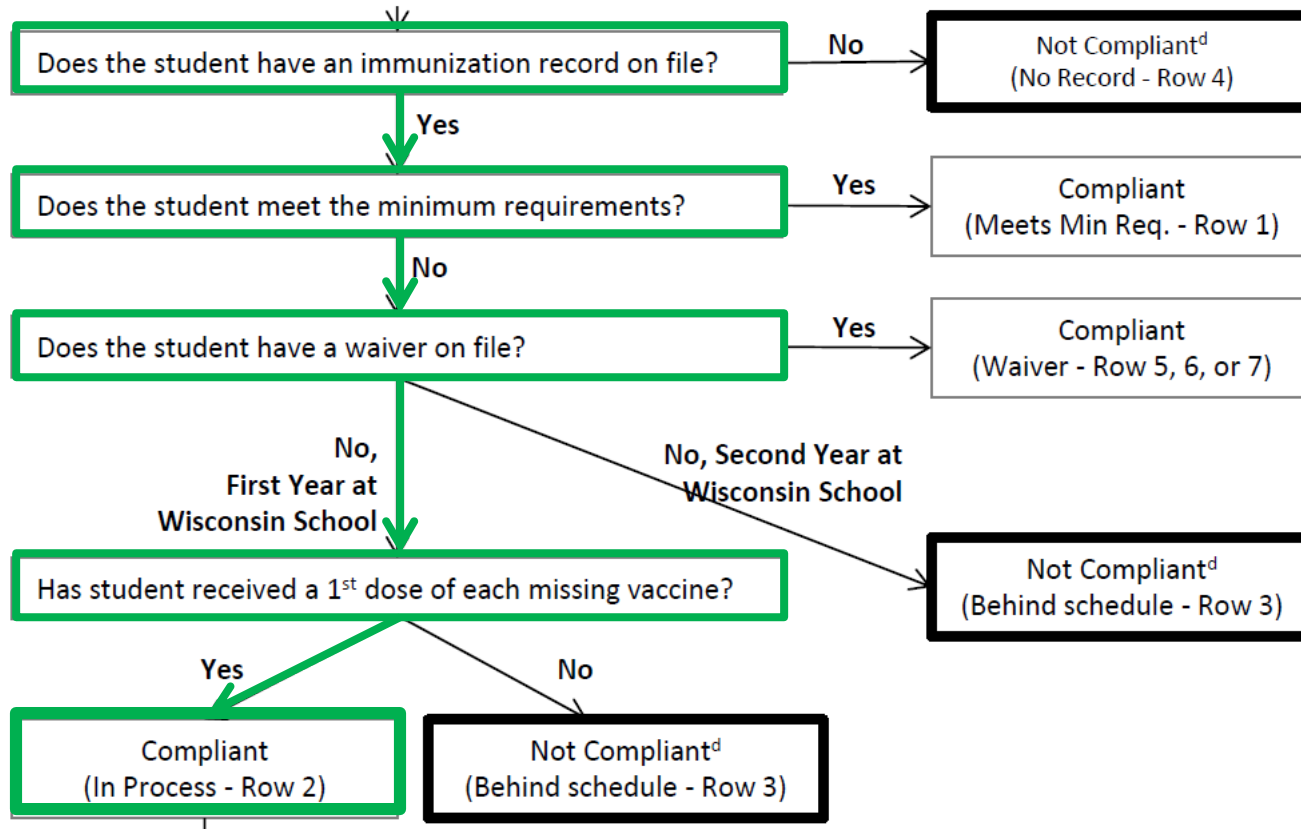
Day 30: Received first dose of each vaccine?

Day 30: Determine which students are noncompliant and prepare to exclude, if required or choose to exclude.



Classify as In Process, Row 2

Day 30: Determine which students are noncompliant and prepare to exclude, if required or choose to exclude.



This student is classified as **In Process** because the student provided documentation that he/she had received the first dose of each required vaccine by the 30th school day and it is the student's first year at this school.

Day 40: School Report to LHD, Noncompliance Roster

Day 40: School Report to the Local Health Department, Start Noncompliance Roster

Count the student in Row 2 of the School Report to the LHD.

Add the student to the Noncompliance Roster.

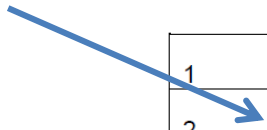
DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-04002 (Rev. 06/2016)

STATE OF WISCONSIN
Wis. Stat. § 252.04

SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT

Section B

		Column A	Column B
	List the number of students in each category	5K Kindergarten* (leave this column blank if there are no 5K students at this school)	All students enrolled at this school (including 3K or early childhood, 4K, 5K through the highest grade)
1	Meets all minimum requirements		
2	In process		
3	Behind schedule		
4	No record		
5	Health waiver		
6	Religious waiver		
7	Personal conviction waiver		
8	TOTAL (must equal enrollment for grade(s) included in the column)	0	0



Update

The student received no additional doses of vaccine by the 90th school day.

Day 90: Subsequent doses received?

Day 40: School Report to the Local Health Department, Start Noncompliance Roster

Day 90

Has student received a subsequent dose of each missing vaccine?

Yes

No

Compliant
(In Process)
Reassess next year

Not Compliant^d
(Behind schedule)
Reassess next year

Optional: 90th day letters

Day 40: School Report to the Local Health Department, Start Noncompliance Roster

Day 90

Has student received a subsequent dose of each missing vaccine?

Yes

No

Compliant
(In Process)
Reassess next year

Not Compliant^d
(Behind schedule)
Reassess next year

Optional: Because the student did not receive the second dose of the required vaccines by the 90th day, the school is recommended to send to the parents the 90th day letter for students who are not compliant.



Purpose of the School Report to LHD

Collects the number of students in each compliance category in order to:

- Assess and monitor compliance with the student immunization law.
- Determine which schools will be required to exclude noncompliant students in the next school year.
- Share waiver rates and rates of vaccinated children at each school.

DPI LEA (district) and DPI school codes

- Each school has a unique ID assigned by DPI.
- This ID is a combination of the DPI LEA (district) code and the DPI school code.
- These two codes can be found by asking your school administrator or by:

Using DPI search screen

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

DPI Home | School Directory | Search | Secure Home

Public Districts | Public Schools | Private Schools

Public School Search

Search Text: *Leave Search Text Blank to Search all Schools

County: OR CESA:

School Type: ☒ Regular ☒ Alternative ☒ Vocational ☒ Special Ed
☒ Charter ☒ Magnet ☒ Partnership ☒ Virtual ☒ 2r Charter

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Reporting by DPI school codes

- Each school, as designated by a unique combination of the DPI LEA (district) and DPI school code, should complete a separate School Report to LHD form.
- Compliance results from schools with different codes should **not** be combined.
- This facilitates easier tracking of schools from year to year and the ability to assess rates separately for most elementary, middle, and high schools.

School Report to Local Health Departments

DEPARTMENT OF HEALTH SERVICES

Division of Public Health
F-04002 (Rev. 07/2021)

STATE OF WISCONSIN

Wis. Stat. § 252.04
Page 1 of 5

SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT, 2021-2022

Wisconsin Stat. § 252.04 requires that all students through grade 12 must present written evidence of being in compliance with the student immunization law by receiving the required number of vaccinations, being in the process of receiving the required number of vaccinations, or by having a signed waiver (see instructions and compliance definitions on the next page). Each year schools must report to the local health department the aggregate compliance total, by school, on or before the 40th school day.

INSTRUCTIONS

Complete a separate F-04002 for each school. Report results for only one school (one DPI School Code) per form. Submit the data on this form (F-04002) to the online REDCap survey:

<https://redcap.wisconsin.gov/surveys/?s=8NWY7WYFJT>

<https://www.dhs.wisconsin.gov/library/f-04002.htm>

Report: Section A

Section A: Complete the contact information for this school including the DPI LEA (District) Code, DPI School Code, and the grades that are enrolled at this school.

At this school, we have students enrolled in the following grades:

Starting with Grade _____ To _____

DPI LEA (District) Code (4-digit number)

DPI School Code (4-digit number)

Name of School

Address, City, Zip

County

Name of Person completing form (Print)

Email address of person completing form

Telephone number (include area code)

A1: Self-Reported Total School Enrollment:

A2: Self-Reported Kindergarten Enrollment:

A3: Self-Reported Enrollment Grade 6 and above:

Report: Section B

Section B: list the number of students that fall into each category for each vaccine. **Section 1-5 rows a-g for each vaccine must equal the sum** must equal the total enrollment for all the grade(s) in that column. Section 6 rows a-g should total to your enrollment for students in Grade 6 or higher.

	Kindergarten Students ¹	All students ²
1. DTaP/DTP/DT/Td	4 doses required	4 doses required
1a. Meets minimum requirements		
1b. In process		
1c. Behind schedule		
1d. Health waiver		
1e. Religious waiver		
1f. Personal conviction waiver		
1g. No record		
2. Polio	4 doses required	4 doses required
2a. Meets minimum requirements		
2b. In process		
2c. Behind schedule		

Report: Section C

Section C: list the number of students that fall into each category. Definitions of each category 8-13 are found on the next page. **Row 13 must equal the sum of categories 7 through 12.**

	Kindergarten Students	All students ¹
7. Students meeting all minimum requirements:		
8. Students who are in process ² :		
9. Students who are behind schedule ² :		
10. Students with no record:		
11. Students with any waiver:		
12. Students who have received no immunizations and have a waiver for all vaccines:		
13. Students enrolled:		

1. Including 3K or early childhood, 4K, and kindergarten through the highest grade)

2. For at least one vaccine

Report: Section D

Section D: list the number of students that fall into each category. Students may fall into more than one category, for example, having a medical waiver for MMR and a personal conviction waiver for ~~MMR~~ DTaP.

	Kindergarten Students	All students ¹
14. At least one medical waiver:		
15. At least one religious waiver:		
16. At least one personal conviction exemption:		

1. Including 3K or early childhood, 4K, and kindergarten through the highest grade)

Instructions and Compliance Definitions

Instructions for locating a school's unique DPI LEA (district) code and DPI school code.

Definitions of each compliance category are found on the back of the form.

Instructions and Compliance Definitions for School Report to Local Health Departments

Section A: Identification of School						
<p>Each School Report to Local Health Department should include the aggregate results for only one school. Each school has a unique identification number assigned by DPI. That unique identification number is represented by two codes: the LEA code (which is also the district code) and the DPI school code. Therefore, each School Report to Local Health Department should include results for only one LEA code-school code combination. In Section A, please report both the DPI LEA (district) code and the DPI school code for this school. Please note that both codes are each 4 digits long, including leading zeros. You can search for your school's codes using the following links.</p> <ul style="list-style-type: none"> Public schools: https://apps4.dpi.wi.gov/SchoolDirectory/Search/PublicSchoolsSearch Private schools: https://apps4.dpi.wi.gov/SchoolDirectory/Search/PrivateSchoolsSearch <p>In the "search text" field, type all or part of the name of your school. Private school search results will immediately include the LEA (district) code and the school code. These are the codes that should be entered in Section A.</p> <p>When public schools search for their name, they will immediately see the school code. However, to view the LEA (district) code, public schools will need to click on the name of the school.</p>						
Section B: Compliance Definitions						
Row 1	A student is considered to "meet all minimum requirements" if the student has an immunization record with documentation of receiving the following vaccines for the student's age/grade level: (A child > 4 years in a Pre-K class should be assessed by the K-Grade 5 requirements.)					
	Grade/Age	Number of Doses				
	Pre-K (ages 2 through 4 yrs)	4 DTaP/DTP/DT ¹	3 Polio	3 Hepatitis B ⁵	1 MMR ⁶	1 Varicella ⁷
	Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{1,2}	4 Polio ⁴	3 Hepatitis B ⁵	2 MMR ⁶	2 Varicella ⁷
	Grades 6 through 12	4 DTaP/DTP/DT/Td ¹	1 Tdap ³	4 Polio ⁴	3 Hepatitis B ⁵	2 MMR ⁶
	<ol style="list-style-type: none"> Children 5 years of age or older, who are enrolled in a Pre-K class should be assessed using the immunization requirements for K through Grade 5 which would normally correspond to the individual's age. D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through Grade 12. Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable). DTaP/DTP/DT vaccine for children entering Kindergarten. Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable). Tdap is an adolescent tetanus, diphtheria, and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within 5 years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required. Polio vaccine for students entering Kindergarten through Grade 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable). Laboratory evidence of immunity to hepatitis B is also acceptable. MMR is a measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable). Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable. 					
Row 2	In process	A student is considered "in process" if the student does not meet the minimum requirements, but is working towards meeting the minimum requirements. To be considered "in process," the student must provide the immunization dates demonstrating receipt of the first doses of required vaccines within 30 school days of admission. A student cannot be considered "in process" if the missing vaccine is a single-dose vaccine requirement (i.e., Tdap); this student would be "behind schedule."				

Online REDCap Survey

SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT, 2021-2022

This online survey replaces the paper School Report to Local Health Department (F-04002).

You may use form F-04002 found in the [school handbook](#) as a guide to fill out this survey. Fill out this online survey for each school (one per school). Results will be sent to your [local city or county health department](#). **It is not necessary to mail or fax a hard copy.**

Use your LEA (district) and school code as assigned by DPI. If codes are not known, you may locate them here:

Public: <https://apps6.dpi.wi.gov/SchoolDirectory/Search/PublicDistrictsSearch/>

Private: <https://apps6.dpi.wi.gov/SchoolDirectory/Search/PrivateSchoolsSearch>

Today's date

* must provide value

 M-D-Y

Worksheet Tally

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
Student Number	DTaP						Polio						Hepatitis B						MMR					
	1a.	1b.	1c.	1d.	1e.	1f.	2a.	2b.	2c.	2d.	2e.	2f.	3a.	3b.	3c.	3d.	3e.	3f.	4a.	4b.	4c.	4d.	4e.	4f.
	UTD	IP	BS	HW	RW	PW	UTD	IP	BS	HW	RW	PW	UTD	IP	BS	HW	RW	PW	UTD	IP	BS	HW	RW	PW
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Helpful Hints

Please select your school below. Instead of scrolling, you can also type in your school's name. Please ensure you select the correct school name and DPI code. If your school is not on the list, leave blank and type in your school's name below.

School and DPI district / school code

Note: School names may be abbreviated (ex. High as Hi, Elementary as El)

Select your school with correct DPI codes in order to ensure your report is received correctly. If you do not know your DPI codes, there are links at the top of the survey.

Local Health Department

* must provide value

See link at beginning of survey if you are not sure who your local health department is.

Please select the correct local health department so your report is sent to the right place.

8. Total number of total students enrolled at this school

* must provide value

This number is calculated automatically and must equal enrollment for all students in answers above

The number of total kindergarteners and total students will automatically be calculated. Make sure this number matches your records.

Close survey

Thank you for taking the survey. No further action is required. For any questions, reach out to your local health department.

Once the survey is finished, you will receive this message as well as a confirmation email.

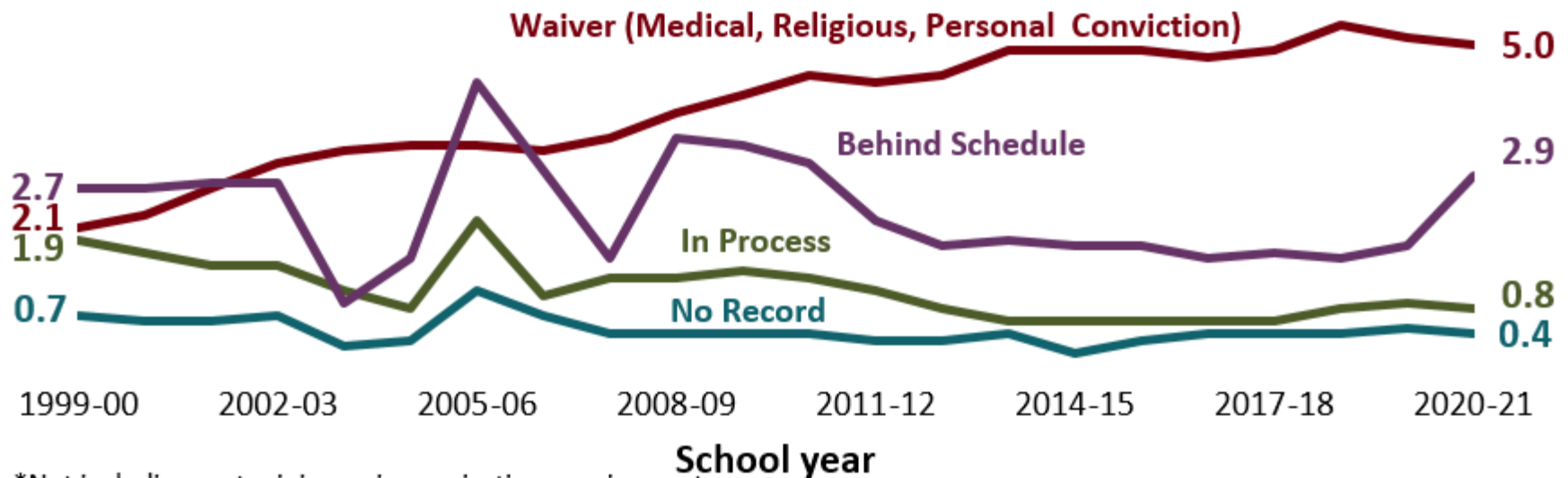


Submission of School Report to LHD

- How many schools submitted the School Report to the Local Health Department?
 - 2020-2021: In total, 2,522 schools reported information on 849,164 students
 - **2019-2020:** In total, 2,850 schools reported information regarding 958,446 students.

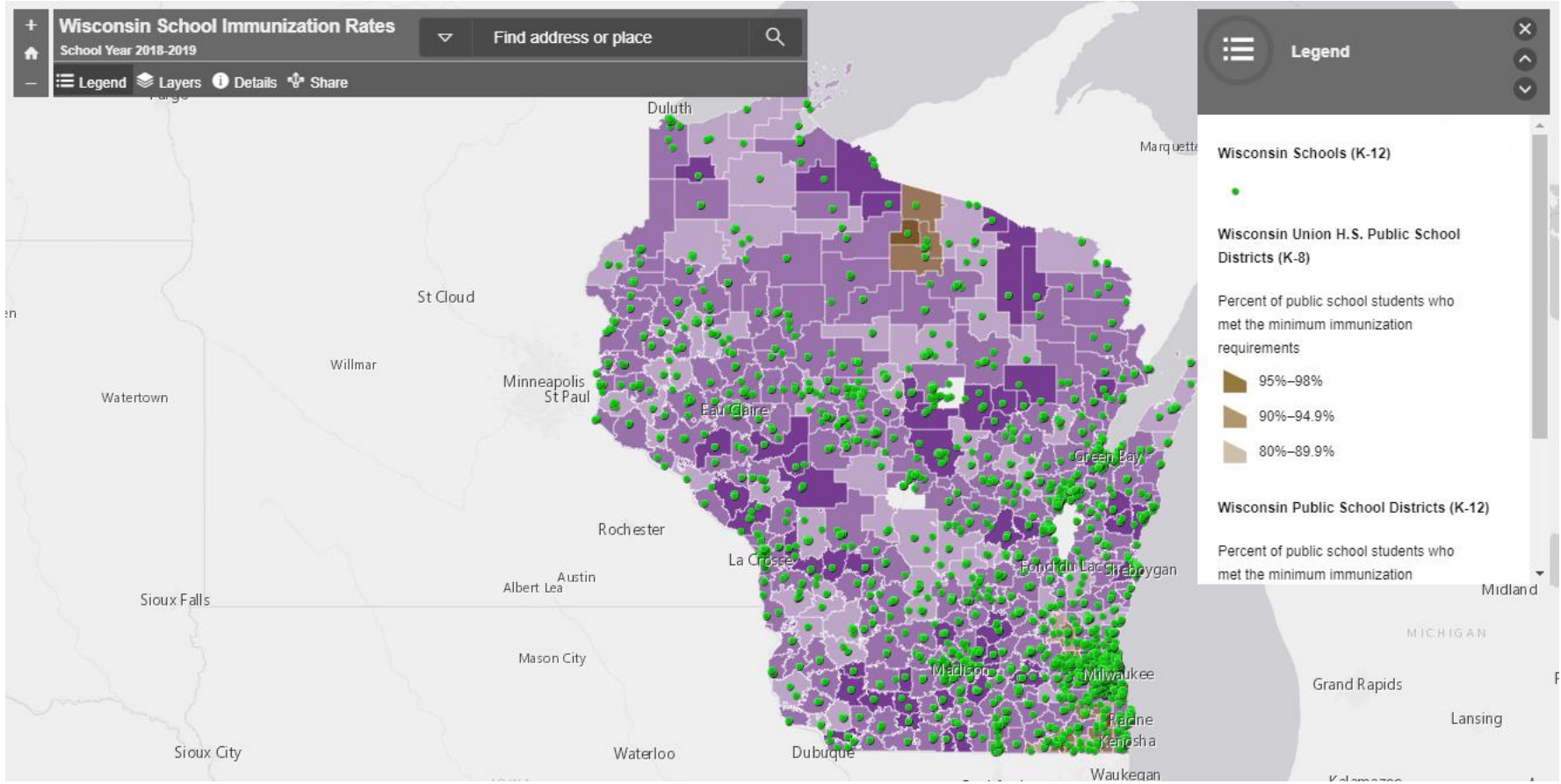
Percent of students in each compliance category, 2011-2020

School year	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Percent of students who met minimum immunization requirements	91.9%	92.6%	92.3%	92.5%	92.4%	92.5%	92.3%	91.9%	91.7%	91.9%



*Not including met minimum immunization requirements

View results on the interactive map



Special COVID-19 Considerations

- The immunization requirements have not changed.
- Expect more students who are under immunized, especially kindergarten or 6th graders.
- Guidelines for assessing students learning virtually.
- The school timeline start date is your first day of school.

Special COVID-19 Considerations cont.

- COVID-19 is not a required vaccine.
- Authorized users of WIR who have signed the Organization and Confidentiality Agreement outlines the uses of WIR data such as:
 - ◆ Permitting schools to determine the individual immunization status of students
- DPI (and DHS) legal counsel suggest schools and school districts consult with their own legal counsel regarding use of WIR to validate COVID-19 vaccination status.

Summary

- School nurses are the key (in partnership with public health) to protecting students from vaccine preventable diseases.
- The student immunization law and the immunization requirements have **not** changed.
- Materials for schools are online only. No booklet will be mailed to your school.
- Contact your student information system vendor if you have questions about using their immunization reports.
- Student data will be submitted online. You do not need to send a paper copy to the local health department.

Contacts

Local Health Departments

<https://www.dhs.wisconsin.gov/lh-depts/counties.htm>

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Questions